

**Agenda**  
**Annual Mentor Training**  
**Alaska Alternate Assessment**  
**October 26-27, 2009, Time: 8:00-4:30**  
**BP Energy Center, 900 East Benson, Anchorage, AK**

**Facilitators:**

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education  
Kim Sherman, Project Manager for Alaska Alternate Assessment, Dillard Research Associates  
Sheri Mangini, Education Program Assistant, Alaska Department of Education  
Dan Kaasa, Assistive Technologist, Kenai Peninsula Borough School District

**Focusing Questions for this training:**

- 1) *Are you confident that your protégés **administer a task** to a student, **follow test administration rules**, and **score a student** the same way you would during the actual test administrations?*
- 2) *What might cause a Qualified Assessor to stray from test administration rules or score incorrectly?*
- 3) *What strategies can AA Mentors use to train their protégés to administer alternate assessments that maintain fidelity to administration and scoring rules and accurately reflect student scores?*
- 4) *What should change to ensure consistent and accurate scoring?*

**Monday, October 26, 2009**

<b>Time</b>	<b>Topic</b>
8:00-8:30	<b>Registration and Check-In</b> BP Center provides coffee/tea
8:30-8:40	<b>Housekeeping</b> <ul style="list-style-type: none"> <li>• BP Center safety announcement</li> <li>• Turn cell phones off, or to vibrate</li> <li>• Introduce Facilitators</li> <li>• Please post Sponge Activity on easel</li> </ul>
8:40-9:00	<b>Icebreaker and Introductions</b>
9:00-9:15	<b>Overview of training</b> <ul style="list-style-type: none"> <li>• Review Focusing Questions</li> <li>• Overview of Agenda, Handouts, format of both days</li> <li>• APU credit</li> <li>• Evaluations</li> </ul>
9:15-10:00	<b>Section 1 – Mentor Responsibilities</b> <ul style="list-style-type: none"> <li>• Introduce new mentors-in-training</li> <li>• Review Mentor Qualification Process</li> <li>• Implementation Plans – when to do/collect-purpose of</li> <li>• Review Qualification Process from Assessor-in-training (AIT) to Qualified Assessor (QA)</li> <li>• Update on New Mentor training process</li> <li>• 2009-2010 Requirements for returning QAs and QTs vs, future refreshing skills cycles</li> </ul>

	<ul style="list-style-type: none"> <li>• Review Calendars</li> <li>• Practice Tests and Using the <i>Scoring Protocol Review Sheet</i> and <i>Packet Review Procedures</i></li> <li>• Using the <i>Administration Checklist</i> in training and during scoring</li> <li>• Changing Status in Online System</li> <li>• Certificates issued Online</li> <li>• Working with District Test Coordinators and Special Education Directors</li> <li>• DRA Reporting Website</li> <li>• Explaining Official Student Reports to Parents</li> <li>• Decision Making: Who takes this assessment? IEP change</li> </ul>
10:00-10:15	<b>Break</b>
10:15-10:30	<b>Test Security</b> and Test Security Agreements
10:30-11:45	<p><b>Section 2 – Training Protégés (New and Returning) Using AA Online System and Focused Training on Problem Areas</b></p> <ul style="list-style-type: none"> <li>• Refer to the Focusing Questions</li> <li>• Using the <i>Supporting Documents</i> and explain use</li> <li>• Confidential Answer documents</li> <li>• EED Security Agreement for Answer Documents</li> <li>• Navigation Guide</li> <li>• Webinar/Audio—Mentor assignment should be completed.</li> <li>• Overview of the website and its components</li> <li>• Train on entering student demographic information and due date</li> <li>• Train on Data Entry of student scores</li> <li>• Train on Reasons Not tested and Accommodations/AT used</li> <li>• Review Training and Proficiency in Test Administration and Administration Rules</li> <li>• Review 3 x 3 rule leading to ELOS decision and administering the ELOS items</li> <li>• Overview of Training and Proficiency in Content Areas (RWMS, Admin)</li> <li>• Review of CWS, CLS, CNS and Writing Rubric, Legibility</li> <li>• Making Decisions about moving a student into the ELOS test items</li> <li>• Training and Proficiency in ELOS</li> <li>• Entering Caseloads – Student Demographic Information and Reasons Not Tested</li> <li>• Training and Proficiency in Data Entry and Submitting Student Scores to EED</li> <li>• Data Entry - Accommodations/ Modifications/Assistive Technology</li> <li>• Accessing Unofficial Student Reports</li> <li>• Enhanced Administrative Privileges: View reports, monitor AIT and QAs</li> <li>• Important Dates</li> <li>• Secure tests – what’s new – Accommodations, Enhanced Instructions (give samples)</li> <li>• Questions from Mentors on issues encountered in redesigned training site</li> </ul>
11:45-1:00	<p><b>Lunch</b> on your own.</p> <p>The room will remain open and someone will be in the room, so you may leave</p>

	your materials (except purses) and remain here to work. May work on Implementation Plans in room.
1:00-2:15	<b>Inter-rater Reliability Training</b> via Videos of Test Administration – Use Think Aloud and Score Behind Strategies
2:00-3:00	<b>Discussion with Experienced Mentors:</b> Challenges and Issues in training Qualified Assessors. <ul style="list-style-type: none"> <li>• Review results of 2009 QA Survey and evaluate for training issues</li> <li>• Brief survey of mentors training/monitoring QAs online and on-site</li> </ul>
3:00-3:15	<b>Break</b>
3:15-4:00	<b>Participation Guidelines Review</b>
4:15-4:30	<b>Wrap-Up,</b> Questions, Turn in Evaluations
4:30	<b>Dismissal</b>

***Tuesday, October 27, 2009***

<b>Time</b>	<b>Topic</b>
8:00-8:30	Registration and Check-In BP Center provides coffee/tea
8:30-8:40	<b>Overview</b> of the day
8:40-10:30	<b>Using Accommodations – Presented by Dan Kaasa</b> <ul style="list-style-type: none"> <li>• Using Accommodations, Modifications, and Assistive Technology</li> <li>• Monitoring Accommodations from the IEP to Classroom to Assessment Day</li> <li>• Conduct discussion with mentors on the topic: <i>How does your district monitor that the accommodations listed on a student's IEP are actually used by all teachers during instruction and are delivered to the student during statewide assessments?</i></li> </ul>
10:30-10:45	<b>Break</b>
10:45-11:35	<b>Accommodations</b> – Changes for Spring Administration Standards Based Assessment and Alternate Assessment
11:30-11:50	<b>Web Walk</b> – EED AA, EED other resources, DRA reporting, AA, ASD, NAAC, NCEO, CCSO-ASES
11:50-1:00	<b>Lunch</b> on your own. The room will remain open and someone will be in the room, so you may leave your materials (except purses) and remain here to work.
1:00-4:00	<b>Mentor Focus Group Discussion:</b> USDOE has requested that EED conduct studies and provide evidence that there is inter-rater reliability among assessors and that scoring remains consistent over time. As this will impact districts, EED would like a discussion among mentors and solicits feedback and recommendations from the Alternate Assessment Mentor-Trainers to ensure smooth delivery of any changes and to ensure buy-in from the Qualified Assessors.
4:00-4:30	<b>Wrap Up,</b> Questions, Evaluations, Dismissal

Mentor ID	District Short Name	Ethnicity	Gender	Additional Exp
Rhodes	Alaska Gateway Schools	Caucasian	Female	
Londalyn	Anchorage Schools	Caucasian	Female	AK certified Sp. ED teacher 11 yrs
Westfall	Annette Island Schools	Caucasian	Female	I have taught all of these subjects but am not highly qualified in these pefic areas. SPED teacher
Concilus	Bering Strait Schools	caucasian	Female	AA mentor for past 4 yrs
Carl	Chatham Schools			
Treece	Chugach Schools	Caucasian	Female	
Flahive	Copper River Schools	Caucasian	Female	Qualified Assessor admin. GLEs
Jacobsen	Cordova City Schools	Caucasian	Female	AA in colorado
Lynn	Denali Borough Schools	Caucasian	Female	Reading specialist
Wilkie	Dillingham City Schools			
Frazer	Fairbanks North Star Borough Schools			
Brottem	Galena City Schools			
Buck	Haines Borough Schools	Caucasian	Female	
Penrose	Hydaburg City Schools	Caucasian	Female	
Marvel	Juneau Borough Schools	Caucasian	Female	
Kaasa	Kenai Peninsula Borough Schools			
Robbins	Ketchikan Gateway Borough Schools	Caucasian	Female	
Butler-Schrammeck	Klawock City Schools			
Street	Kodiak Island Borough Schools	Caucasian	Female	
Feliciano	Lake and Peninsula Borough Schools	Hispanic	Female	
Oleske	Lower Kuskokwim Schools	Asian	Female	10 yrs sp. Ed teacher

Mentor ID	District Short Name	Ethnicity	Gender	Additional Exp
Silvernale	Lower Yukon Schools			
Nelles	Mat-Su Borough Schools	Caucasian	Male	
Brown	Nenana City Schools	Caucasian	Female	SPED teacher
Harvey	Nome Public Schools			
McCall	North Slope Borough Schools			
Champ	Northwest Arctic Borough Schools	Caucasian	Female	SPED teacher 36 yrs
Wittstock	Petersburg City Schools	Caucasian	Female	Sp. Ed teacher
Evans	Sitka Schools	Caucasian	Female	In TX worked with AA program
Pfannenstein	Skagway Schools			
Jenson	Southeast Island Schools	Caucasian	Female	
Ito	Southwest Region Schools		Male	
Rookala	Unalaska City Schools	Caucasian	Female	Give AA and other types of assesments
Stock	Valdez City Schools	Caucasian	Female	Sped field for 30 yrs
Silva	Wrangell Public Schools	Caucasian	Female	25 yrs teaching
Pate	Yakutat Schools	Caucasian	Female	
Bradshaw	Yukon Flats Schools	Caucasian	Male	School psychologist for 8 yrs in AK
Newman	Yukon-Koyukuk Schools	Caucasian	Male	Knowledge of Sp. Ed.
George	Yupit Schools	Caucasian	Female	
Brown	Anchorage Schools	Caucasian	Female	sped teacher
Niclai	Anchorage Schools	Caucasian	Male	I have admintered AA from the beginning of the testing program.
Rees	Anchorage Schools	Caucasian	Female	19 yrs as Sp Ed teacher
Wallace	Anchorage Schools			
Wilson	Anchorage Schools	Caucasian	Female	
Maranville	Fairbanks North Star Borough Schools	Caucasian	Female	

Mentor ID	District Short Name	Ethnicity	Gender	Additional Exp
Sims	Fairbanks North Star Borough Schools			
Ramponi	Kenai Peninsula Borough Schools	Caucasian	Female	AA mentor for 4 yrs+
Lytle-McBride	Mat-Su Borough Schools	Caucasian	Female	7 yrs exp teaching intensive resource k-5
Sweetser	Mat-Su Borough Schools	Caucasian	Male	
Schultz	Mat-Su Borough Schools	Caucasian	Female	Mentor for 4 yrs
Macklin	Sitka Borough Schools		Female	works with IEP students
Pike	Skagway Schools	Caucasian	Female	
Friedman	Sitka Borough Schools	Caucasian	Female	
Diemer	Anchorage Schools			
Hill	Chatham Schools		Female	
Manning	Fairbanks North Star Borough Schools	Caucasian	Male	sped teacher
Luck	Lower Kuskokwim		Male	
Hargis	Lower Yukon			
Macklin	Sitka Borough Schools	Caucasian	Female	SPED
Davis	Hoonah City Schools		Male	